



Healthy at Home Program Assistant

Bernard Betel Centre – Toronto, ON

Part-time (10-12 hours per week)

The Bernard Betel Centre is committed to empowering seniors to lead active, creative and healthy lifestyles in a Jewish environment.

Healthy at Home is a university evaluated collaborative project of several social services and community funding agencies. It is focused on creating supportive environments, building social networks and connectivity, and supporting low-income, isolated and unaffiliated seniors by bringing FREE health promotion, social, recreational, educational, cultural, and other programs to where they live. Currently, we offer Healthy at Home programming in two languages English and Russian at 14 locations in the GTA.

Responsibilities

- Assist with the program delivery at the Healthy at Home locations;
- Record and maintain attendance;
- Assist with the translation in English and Russian of education and/or wellness lectures;
- Interact with seniors, volunteers and staff;
- Assist with coordination and scheduling of activities;
- Research speakers and topics for lectures;
- Prepare publicity, including flyers in both English and Russian languages;
- Perform other duties as required

Position Requirements

- Bilingual English/Russian required;
- Excellent interpersonal and communication skills;
- Knowledge of gerontology and/or experience working with seniors would be an asset;
- High level of compassion and patience;
- Access to a vehicle and current driver's license;
- Degree or diploma in health or social services is an asset;
- Competence with Microsoft Office, email and Internet;

Please submit your cover letter and resume via email to: Julia Migounova, Director, Clinical and Community Support Services at juliam@betelcentre.org. We thank you for your interest, but only candidates selected for an interview will be contacted.

Bernard Betel Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your application.